

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ASSISTANT GUIDE

I. INTRODUCTION

Characteristic Work of the Class

Nature: Under immediate supervision to escort groups of visitors through historic or other public buildings, gardens and grounds, or scenic spots; to provide information on points of interest; and to perform related work as required.

Examples: Leads a group of visitors through establishment, usually following a specific route and time schedule; gives prepared information on features of interest; answers inquiries of visitors; may collect fees, register visitors or serve as receptionist; may occasionally do a limited amount of dusting or light cleaning.

II. QUALIFICATIONS

Essential knowledges and abilities: Working knowledge of the history and points of interest of the building or site; ability to understand and follow simple oral instructions; ability to speak clearly.

Desirable training and experience: Graduation from high school; and some experience in an occupation which shall have afforded opportunity to speak informally to lay groups.